



**LOANER TRANSPORT EQUIPMENT MAINTENANCE AGREEMENT**

*(this form is completed at the time of equipment delivery by the person providing training on the care and use of the equipment and the campus representative receiving the training)*



**Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Parent:** \_\_\_\_\_ **Phone #1:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #2:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Loaner equipment is provided by the Houston Independent School District (ISD) in isolated circumstances where there may be an unavoidable delay in a parent providing a student with the personal use equipment that has been medically prescribed by the student's physician. **This equipment remains the property of Houston ISD and remains on Houston ISD property at all times except when utilized for district sponsored events (e.g. field trips).**

Loaner Transport Equipment Assigned (select one)			
Non-transport approved travel chair (e.g. Metro Chair)		Transport approved travel chair (e.g. Special Tomato on Bus Transport Base)	
Serial #		HISD Tag#	
Accessory Items:			

**Required Daily Maintenance**

The above assigned loaner transport equipment requires school personnel to perform the following daily maintenance procedures:

1. Clean all surfaces with a cleaning and disinfecting agent that is approved for use with the student.
2. Check all moving parts for correct operation (e.g. brakes securely lock, straps can be securely connected and appropriately positioned to secure the student, and wheels operate in appropriate alignment). Report any need for repair to the special education social worker supporting the student.

If this equipment is to be transported on a Houston ISD school bus, the bus driver must be notified of the requirement to advise their supervisor of the equipment and to establish a plan to secure the equipment on the bus or at a location in the Houston ISD bus barn from which the student's route departs to assure the equipment is available to the student at the time of pick up and is retained on Houston ISD property after the student exits the bus.

Training Provided by:		
	Printed Name	Signature
Training Received by:		
	Printed Name	Signature